



Orientation Outline for School Nursing SAMPLE

General Orientation to the School Nurse Program

Human Resources

Agency

- Leave Policies
- Time Card
- Time Card Due Date List
- Work Hours/Vacation Accrual
- Time Off Forms
- Paid Time Off Report
- Travel Vouchers/Reimbursement
- Address Change

Operations

General

- Introduction to Staff/Tour
- Organizational Chart
- Telephone List
- Telephone Tree
- Name Tag
- Keys
- School Nurse Program Meetings
- Agency Departments
- Job Description

Agency Policies

- Safety/Security
- Sexual Harassment
- Computer Access
- HIPAA/Confidentiality
- Blood Borne Pathogens
- Complaints
- Media Contact

School Nurse Program

- Supervision
- CPR Certification
- Continuing Education/CEU's/Immunization CEU Requirements
- School Nurse Meetings
- School Nurse Schedule

School Nurse Program Orientation

Overview

School Contract/MOU
Vision and Mission
Goals and Objectives
Role in community, collaborative program
School Nurse Program's Policy and Procedures manual
School Nurse Program's Forms manual
Organizational Chart

What is a School Nurse?

Definition of School Nurse
Standards of the profession/school nursing practice
What does the school nurse do?
What services does the school nurse provide?
(Resource: *Role of School Health* Primer fact sheet)

A Walk Through the School Year

Beginning of school year checklist (See Appendix A)
A month to month guide describing activities and timeframes (See Appendix B)

Laws that Define and Guide School Nurse Practice

School nursing and health service statutes:

- Individuals with Disabilities Education Act of 1997 (IDEA)
- Section 504, Rehabilitation Act of 1973
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Family Educational Rights and Privacy Act (FERPA)
- Americans with Disabilities Act of 1990 (ADA)
- Michigan laws that affect school nursing practice and delivery of health services
- Confidentiality

(Resource: *Laws That Affect School Health Services Programs in Michigan* document)

Nurse's Role in the Individual Disabilities Education Act

Overview of process and examples of nurse's contributions to the IEP
IEP development process: how are health findings educationally relevant; how to describe your findings and where to write them; where to document nursing as a related service; where do IHP and ECP fit?

Nurse's Role in Section 504 Accommodation Plans

Overview of the process and nurse's contribution to 504 Accommodation Plans

Difference between IEP and 504

So, what is the difference?

Delegation to Unlicensed Assistive Personnel – How do you decide?

Michigan laws in regard to delegation of nursing functions/tasks
How do I decide to whom and when to delegate? (Resource: *Delegation of Nursing Functions to Unlicensed Assistive Personnel in a School Setting* guideline)
Communication with UAPs (Resource: *Nurse Alert* guideline)

Child Protective Services

What's the law?
What's the school nurse's responsibility?

Documentation

How and when do I document?
Acronyms – Health and Education
School Nurse Visit Form
Medicaid Outreach Tracking Form
Letter to parents at beginning of school year
History and Consent Form
HIPAA /FERPA Guidelines
Daily School Log
Notes Home Form
Filing System
Care Plans for medical problems
Release of information forms
Referral follow-up
Computer documentation

Records-Records-Records

Who, what, where, when legalities
What can you share, with whom, under what circumstances?
Where are the school health records kept; how long?
Record keeping and confidentiality
When do you open a student health record?
What is in a student health record?
(Resource: *Student Record Management* guideline)

Confidentiality – Why Does it Matter?

Laws pertaining to confidentiality
Access to the health record (sign in logs)
Explaining the importance to others
Media request
Consequences to breach of confidentiality
Special laws in regard to confidentiality – HIPAA, HIV
How do I share information with school staff/bus drivers/student and family (or don't email it!!)

School Nurse Program Policies

Review policy manual
Physician directed nursing protocols

- Anaphylaxis – Epinephrine Administration
- Discretionary Medications
- Flu Shots
- Immunizations

Understanding the School System

Organizational Chart

What is the relationship between the school nurse and the school administrator vs. the school nursing program manager? Chain of command

Coordinated School Health Program – what is it and how is the school nurse involved?

What is the Child Study Team and what is the school nurse's role on that team?

School Medical Advisor

The school nurse relationship with the medical advisor

Developing Communication Skills

Developing professional, effective relationships with school staff, parents and others (may wish to use role play)

Written communication skills – format

Health Education

Michigan Model Series

School District Materials

Curriculum development/review

Role of school nurse in providing individualized health education to students/parents and staff

Reproductive Health and STD Education

Legal policies (review minor consent) (Resource: *Laws That Affect School Health Services Programs in Michigan* guideline)

Role of the school nurse

Documentation (Resource: *Student Records Management* guideline)

Assessing School Wide Health Needs

Review the role of the school nurse in identifying global health needs of the school

Children and Youth with Special Health Care Needs

Describe the services available for children and youth with special health care needs

Special Needs Students:

- Assessment – how is an assessment conducted?
- Understanding impact of cultural and language barriers
- Food allergy/anaphylaxis
- Asthma
- Diabetes
- Seizures
- Mental Health concerns
- Other diagnoses – where can I find information and other special considerations?

Individual Health Care Plans

Guidelines for development of Individualized Health Care Plans (IHP)

Templates

Emergency Action Plan

What is it and when do I develop one?
How is the emergency plan shared with school staff/bus drivers/student/family?
Templates

Communicable Disease/Infection Control

STI Clinic
Control and monitoring of Communicable Disease
Communicable Disease Log (weekly report)
Reportable diseases
Exclusion guidelines (to be determined/Red Book)
School nurse's role in surveillance
Fact sheets (MDCH/CDC/CCPHD)

Disaster Preparedness

What's my school's disaster plan?
What is a lockdown?
When does a school evacuate?
The school nurse's role in developing/reviewing/participating in the school disaster planning
What's involved in planning for children with special needs in a lockdown/evacuation?
What is the school nurse's role in lockdown/evacuation?

Immunizations

CCPHD Immunization orientation manual
Current Aim manual
MCIR orientation
MCIR password
MCIR web site
"Pink Book" contraindications
Immunization cards
School requirements
Immunization waiver process and forms
VIS sheets
C100's (90% November 1 and 95% February 1)
Deficiency reports
Kindergarten Round Up
Immunization clinic
Influenza School Clinics

Screenings

Vision and Hearing requirements
Dental Screening
Procedures (how to perform, who performs, setting up the screenings)
Follow-up

Pediculosis

Head Lice – State manual
What's the local school district policy?
How to handle the emotions surrounding head lice
Treatment

Staff Training Responsibilities

Training Responsibilities – resources, curriculum, skills checklists

(Resource: outline for staff training)

First Aid

CPR

Medication Administration

BBP

Adult learning principles

Classroom Techniques

Medication Administration/Management

Legal and Professional Standards

Forms/Documentation

State web site

Staff training/delegation

Medication storage

Responsibility as the school nurse

Outdated medication

(Resource: *Medication Administration* guideline)

Clinic Management – How is it Accomplished?

Management of health room

- Typical school clinic and routine activities of the nurses
- Managing clinic traffic
- Prioritizing health care needs
- Arranging for students to return to class, remain in the clinic for observation, or go home
- Specific procedures for management of student traffic
- Appropriate and inappropriate activities for school students (student's rights) while in the clinic
- Providing adult health care in the clinic
- How to document clinic visits (student and adult)

School Health Office Equipment

Office - Phone, computer, flash drive, folders, etc.

Nursing equipment - Adult and child BP cuff, measuring tape, scale, otoscope, thermometer, stethoscope, magnifier/tweezers, CPR shield, fanny pack

Access to internet and software

First Aid Supplies for the School Health Office Supplies

Supply management

Nursing supplies for each school

Supply list

Procurement procedures

Order times

School Specific information

- School calendar
- School time schedule
- School class schedule
- School handbook
- School disaster plan
- School emergency plan
- Specific school health requirements
- Substitute plans

Developing the School Nurse Report

- What data is required to collect?
 - Semester reports
 - Year-end summary
- What's the process?
- How is the data evaluated?
- What data do I need to collect and report to influence the decision makers and get your school nurse program needs met?

Student Nurses

- Role of school nurse as preceptor

Resources – What's Out There?

- County Public Health Department
- ISD
- Dental resources
- Mental Health resources
- CHIP
- WIC
- Websites – MDE, MDCH, MASN, NASN
- Community Resources (this is individualized for the community served):
 - Kiwanis Club
 - School funds for health needs
 - 211
 - Volunteer Bureau
 - Food Pantry
 - In As Much
 - Safe Place
 - Truancy/ homeless issues/Crisis Management Resources
 - Lion's Club - Blind and Vision Services
- Texts:
 - Selekman, *School Nursing: A Comprehensive Text* (2013)
 - Schwab & Gelfman, *Legal Issues In School Health Services* (2001;2005)

Mentors

Description and assignment of school nurse mentor. What can they provide for the new nurse?
What is their role?

Developing Leadership Skills

Facilitating meetings
PowerPoint presentations (how to develop effective ones)
Working as a team – (understanding work styles)
How to utilize internet resources
How to navigate web pages
Rules on how to speak with reporters
Developing and giving a presentation
Advocating for school nursing

APPENDIX A Beginning of School Year Checklist for School Nurse

Connecting with School Staff

- ☐ Meet with the principal. Together establish expectations and review deadlines for submission of health-related items.
- ☐ Communicate with school staff regarding the role of the school nurse and rules for the health room.
- ☐ Identify custodial staff. Find out how to contact a custodian when needed.
- ☐ Determine who the business administrator is for the school.
- ☐ Contact the pupil personnel worker/school social worker, guidance counselor, and school psychologist to find out what their schedule is and how to contact them.
- ☐ Determine who is in charge of volunteers. Introduce yourself.
- ☐ Identify the contact for the Special Education department in the building.
- ☐ Identify the physical therapist and occupational therapist for your school. What days are they scheduled to work in your school? How can they be contacted?
- ☐ Determine who the secretaries/administrative assistants are in the school and what their job responsibilities include. Then make a point to meet them.
- ☐ Determine who the team chairpersons are. Discuss with them how you receive copies of the IEP/Child Study Team schedules and agendas. Find out who the 504 coordinator is.
- ☐ Identify School Emergency Response Team members and introduce yourself to those team members.

Planning

- ☐ Ask your supervisor/principal where you get office supplies (i.e., note pads, pencils, copier paper).
- ☐ Obtain a copy of the school bell schedule.
- ☐ Obtain class lists/bus schedules as appropriate.
- ☐ Establish lunch schedules for you and your health assistant(s).
- ☐ Prepare the health room with posters and educational materials.
- ☐ Make sure the health room is stocked with supplies.
- ☐ Prepare an emergency kit for the health room.
- ☐ Prepare emergency classroom kits for students with chronic conditions.
- ☐ Determine when and where school team meetings are held [e.g. Student Service Meetings, Individual Education Plan (IEP) teams].
- ☐ Familiarize yourself with the substitute system.
- ☐ Find out when "Back to School Night" is scheduled and plan to attend.
- ☐ Familiarize yourself with the forms and procedures for students to be allowed to come to the health room and to return to class.
- ☐ Familiarize yourself with the mail system.
- ☐ Determine health room policies concerning early dismissals, passes, calling parents for dismissal, etc. Review and discuss with health aides that may be assigned.
- ☐ Determine how to locate a student in class and how to summon a student to the health room.
- ☐ Determine how to get information to parents (newsletter, note home, etc.).

Documentation and Review

- ☐ Familiarize yourself with all documents/forms and student health records (electronic or hard copy) that are used.
- ☐ Review immunization status of new students.
- ☐ Review and prepare for all medication/treatment orders received.
- ☐ Review emergency information from parents.
- ☐ Develop an IHCP for all students with health needs.
- ☐ Develop an emergency plan for students with health needs (include classroom emergency kit).
- ☐ Review emergency plans with all school staff involved (don't forget bus drivers/cafeteria staff).
- ☐ Review disaster plans.
- ☐ Prepare substitute plans.
- ☐ Prepare student records.
- ☐ Prepare to collect data.
- ☐ Prepare letter or school newsletter article for parents.
- ☐ Determine when school newsletter articles are due. (Try to include a small article every month. Some programs have sample templates on common topics you may wish to use.)
- ☐ Review and note deadlines for any information that has to be submitted to administration, supervisors (e.g., immunization data, screening results from vision and hearing/scoliosis screening).
- ☐ Read student handbook/faculty handbook.
- ☐ Locate and familiarize yourself with any guidelines or procedures for the school health program, first aid, and emergency care.

Training

- ☐ Set date and provide BBP training (if necessary) for faculty and staff.
- ☐ Provide staff training for medication administration.

If you are assigned to more than one school

- ☐ Determine work schedule and give to secretary, principal, health assistants, and supervisor [i.e., days you will be in the school(s)].
- ☐ Exchange telephone numbers with health room/school staff.

Used and adapted with permission from Anne Arundel County, MD School Health Services Program.

Appendix B

School Nursing Activity Calendar

(Adapted from MO DHHS Manual for School Health Programs)

NOTE: A program this extensive is not appropriate for a new school nurse to implement but may provide ideas for how to organize activities.

August	September	October	November
<ol style="list-style-type: none"> 1. Develop a written school health plan with district/building administrator. 2. Prepare health office and supplies. 3. Collect and analyze student health information. 4. Review/update emergency plans and procedures. 5. Review and update immunization records. 6. Identify and post list of personnel trained in CPR and first aid. 7. Determine data collection necessary to document nursing activities and program results. 8. Develop/revise system to track referrals for care. 9. Update community health resource files. 10. Determine dates for faculty, PTA, school board and CSH (Coordinated School Health) meetings in order to plan attendance and/or presentations. 11. Send letter to parent(s)/guardian(s) regarding health service policies and procedures, including medication administration. 12. Prepare emergency, first aid and blood-borne pathogens kits for classroom. 13. Establish contact with Dental Clinic and facilitate distribution of Consent Forms. 	<ol style="list-style-type: none"> 1. Update student health records. Secure health and consent for all students and update returning students' records and special health plans. 2. Prepare file with emergency information for students and staff. 3. Notify teachers of known student health problems and any special procedures required. Provide general staff education as needed. 4. Schedule visits to classroom regarding health service and how to access care. 5. Schedule classroom presentations on topics such as: <ul style="list-style-type: none"> • Handwashing • Nutrition (national school lunch month) • Safety/First Aid (school bus safety) 6. Develop/update resource file on specific health issues and problems. 7. Develop strategies for Flu Prevention with other School Nurse/CCPHD staff. 8. Provide monthly newsletter articles. 	<ol style="list-style-type: none"> 1. Monitor immunization compliance for Nov. 1 deadline. Assist school secretary in communication with other health care providers. 2. Set up conferences with individual students with newly identified health problems to jointly develop health plans, if indicated. 3. Provide monthly newsletter articles. 4. Inspect buildings and grounds for health and safety hazards. 5. Prepare health bulletin board with timely information. Change at least monthly. 6. Schedule Flu Clinics. 7. Monitor communicable disease/absentee level and medication administration weekly. 	<ol style="list-style-type: none"> 1. Monitor immunization compliance. 2. Offer classroom presentations: <ul style="list-style-type: none"> • Handwashing • Colds and flu • Dental • Sore throats • Positive health practices 3. Administer Flu vaccine at clinics. 4. Provide monthly newsletter articles. 5. Follow up on dental, vision, and hearing screening referrals.

School Nurse Orientation

December	January	February/March	April/May	June
<ol style="list-style-type: none"> 1. Monitor immunization compliance. 2. Monitor levels of absenteeism related to illness. 3. Offer classroom presentations: <ul style="list-style-type: none"> • Chicken pox and its treatment • Prevention of colds and flu • Prevention of hypothermia 4. Review individual student health records for completeness. 5. Administer Flu Vaccine. 6. Provide monthly newsletter articles. 7. Follow up on dental, vision, and hearing screening referrals. 	<ol style="list-style-type: none"> 1. Review absentee records to identify health problems needing nursing interventions. 2. Monitor communicable disease incidence. 3. Continue immunization surveillance and compliance for Feb 1 deadline. 4. Continue referral follow-up. 5. Assist physical education teachers with fitness screening program (blood pressure, body mass index, fitness) for targeted grades. 6. Compile 1st semester data and provide copy to principal and nursing manager. 7. Provide monthly newsletter articles. 8. Follow up on dental, vision, and hearing screening referrals. 	<ol style="list-style-type: none"> 1. Review absentee records. 2. Monitor communicable disease incidence. 3. Begin plans for worksite wellness activities for August staff meetings. 4. Offer Classroom Education presentations. 5. Provide monthly newsletter articles. 6. Follow up on dental, vision, and hearing screening referrals. 	<ol style="list-style-type: none"> 1. Plan and/or conduct preschool screenings. 2. Prepare notices regarding immunizations and physical exams due next school year. 3. Review individual health plans for students with special health care needs and develop tentative plan for fall semester. 4. Review health education materials and make recommendations. 6. Review outcomes of goals and objectives and develop tentative school health plan for next year. 7. Provide monthly newsletter articles. 	<ol style="list-style-type: none"> 1. Review supplies and equipment needs and prepare order for fall semester. 2. Send information/order forms to parents with student. 3. Review supplies and equipment needs and prepare order for fall semester. 4. Compile 2nd semester data and provide copy to principal and nursing manager. 5. Determine supply list for fall and submit to CCPHD. 6. Request attendance at continuing education conferences scheduled over the summer. 7. Send information/order forms to parents with student with special health needs and medications to facilitate orders for fall semester. 8. Prepare school health records of students moving to another school for transfer. 9. Pack up supplies for summer storage. 10. Return keys to school secretary/CCPHD secretary.